

Minimum Information to Be Included in Submittal Letter and Letter of Concurrence for the Northwest National Fire Plan Project Design and Consultation Process

FS and BLM Consultation Submittal Letter

The action agency needs to submit a complete biological analysis package, which shall include:

1. A written request for concurrence from the action agency with a finding that the proposed action is "not likely to adversely affect" (NLAA) the listed species;
2. The completed National Fire Plan Project Design and Consultation Process "Consultation Summary Worksheet";
3. The completed National Fire Plan Project Design and Consultation Process "Criteria
4. If necessary, supporting documentation.

At a minimum, the following wording should be included in the first paragraph of the land management agency's cover letter submitting a National Fire Plan project(s) to the consulting agencies:

"The XYZ National Forest (or ABC Field Office) is requesting concurrence on [name of project or projects]. This project is a National Fire Plan project; the biological analysis meets the requirements of the Northwest National Fire Plan Consultation Process (as described in the Instructions on the website) and includes all applicable worksheets. (If submitting multiple project assessments, field unit should identify which ones are National Fire Plan projects.) This project was reviewed by the interagency streamlining team (Level 1 Team) month/date/year. We are requesting concurrence with the analysis and determinations on this (these) project(s)."

Sincerely,

Forest Supervisor (or)
Field Manager

Attachments:

1. "Consultation Summary Worksheet for National Fire Plan Projects in the Northwest" (for single project
2. Criteria Application Worksheet
3. Other supporting documentation (eg. Salmonid matrices, etc.)

FWS and NMFS Letter of Concurrence

The following required/minimum elements need to be included and discussed in a concurrence letter from the consultation agencies to the action agencies.

- \$ Letter of concurrence acknowledges that a complete biological analysis package was received from the action agency and that the consulting agency agrees with the action agencies' determination(s).
- \$ Letter of concurrence includes a project description, which includes project name, activity types (using terminology from National Fire Plan Project Design and Consultation Process "Criteria Application Worksheet"), applicant name (if any), and project location. There are 15 activity types (such as Prescribed Fire, Roads & Road Maintenance, etc.) currently covered by this process.
- \$ Letter of concurrence includes explanation for consulting agency NLAA concurrence:
 1. The project meets all applicable Northwest National Fire Plan Project Design and Consultation Process criteria as written.
 2. All Endangered Species Act listed species possibly affected by the project have criteria developed through the Northwest National Fire Plan Project Design and Consultation Process.
 3. All aspects or elements of the project are consistent with the Northwest National Fire Plan Project Design and Consultation Process Activity Descriptions. There are no elements of the project that are not contained in the Activity Descriptions.
 4. Northwest National Fire Plan Project Design and Consultation Process criteria exist for any project activity having potential adverse affects.
 5. The request for concurrence includes adequate documentation using the best available information.
- \$ Letter of concurrence includes explanation of limitations on consulting agency concurrence, i.e., concurrence is dependent on implementation of the action as proposed. The letter explains that should the agency action be subsequently modified in a manner that causes an affect to listed species or critical habitat, or a new species is listed or critical habitat designated that may be affected by the action, consultation should be reinitiated.